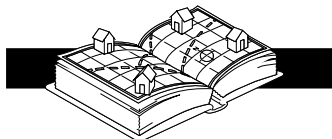




About the Instructions



The 2007-09 Budget Instructions are organized in two parts

The 2007-09 Budget Instructions have been issued in two parts.

Part 1: Strategic planning and performance measure instructions
(issued October 2005)


<http://www.ofm.wa.gov/budget/instructions/operating.asp>

Part 2: Budget request instructions

What is in the Part 2 instructions?

Part 2 of the 2007-09 Budget Instructions includes guidance on:

- Budget request basics – submittal components and format requirements
- Producing decision package and Recommendation Summary documents
- Items to include in carry-forward, maintenance, and performance levels
- Allocating maintenance level subtotals and performance level decision packages to activities
- Performance measure and activity description submittal requirements
- Linking operating and capital budgets
- Maintenance level, revenue and other coding requirements
- Technology portfolios
- Developing good cost estimates

Look for the  sign to find items required for submittal

We have used this symbol to help you find budget submittal requirements quickly.

Timeline of major budget events in 2006

For general planning purposes, here is a timeline of the major budget events in preparation of the Governor's budget.

March 2006	<ul style="list-style-type: none">▪ Targeted budget instructions sent to agencies
April	<ul style="list-style-type: none">▪ 2007-09 Budget Instructions Part 2 and Capital Budget Instructions issued▪ 2006 Supplemental Budget recast to activities due to OFM▪ Budget systems available for 2007-09 budget development
May	<ul style="list-style-type: none">▪ Program structure change requests due May 10
June	<ul style="list-style-type: none">▪ Strategic plans due June 1▪ Compensation detail updated in the Compensation Impact Model▪ Predesign requests due to OFM – June
August-Sept.1	<ul style="list-style-type: none">▪ Agency capital and operating budgets due
August-November	<ul style="list-style-type: none">▪ Budget review by OFM and the Governor
September	<ul style="list-style-type: none">▪ Results Teams reconvene▪ Second-year estimate review due by September 30
Early November	<ul style="list-style-type: none">▪ Results Teams make purchase plan recommendations
November- Early December	<ul style="list-style-type: none">▪ Final budget decisions

Look for the  sign for new items.

We have used this symbol to flag requirements or tools that are new or changed from the instructions from last biennium. Here are new items in the instructions:

- **Supplemental Budget recast to activities is due April 14.** (See Section 2.2 and OFM instruction memo)
<http://www.ofm.wa.gov/budget/instructions/operating.asp>
- **Requests to add or delete activities must be submitted to OFM by June 30.** (See Section 2.3)
- **OFM may ask agencies to submit proposals to remedy or improve selected activities as part of their budget request.** As now required by RCW 43.88.090, OFM must conduct regular reviews of the performance of agency activities. Based on these reviews, OFM may direct agencies to include proposals to close performance gaps as part of their budget request document. (See Section 6.2)

- OFM expects that **each major activity in the agency activity inventory will have at least one performance measure as is now required by RCW 43.88.090.** (See Section 9.)
- **Agencies have more flexibility in choosing maintenance level Recsum codes and titles.** There are required Recsum codes for certain specific purposes; agencies have discretion on other maintenance level codes and titles. (See Section 5.2.)
- OFM will work with agencies to ensure that funding received as an **unanticipated receipt** in the 2005-07 Biennium and expected to continue in the 2007-09 Biennium is **included in the budget request as appropriate.** (See Section 5.4.)
- **Transportation agencies must now include sixteen years in the transportation plan.** This will make the plan consistent with the timeframe used for legislative transportation planning purposes. Other changes have been made in the plan requirements. (See Section 13.4.)
- **Discontinued Requirements.** Agencies are no longer required to submit or to conduct the following:
 - **Budget Levels by Program report.** Only selected agencies are now required to submit budget information by program. (See Section 1.3.)
 - **Current biennium revenue estimates.** We have tried to simplify the revenue submittal requirements for agencies to better align with the way most agencies estimate maintenance level revenue for the ensuing biennium. (See Section 8.1.)
 - **Fund summaries.** Fund administrators must coordinate with the other agencies that spend out of the funds for which they are responsible to avoid submitting budgets to OFM that would result in a negative fund balance. However, fund administrators are no longer required to submit a report to OFM that shows the projected ending fund balance. (See Section 8.2.)
 - **Verify beginning fund balances.** OFM will let agencies know the beginning budgetary fund balances which will be used to develop the 2007-09 budget, but agencies will not be asked to verify these amounts. (See Section 8.2.)